

Dear Student:

Thank you for your interest in participating in City Government Day 2011. The Newport Beach Youth Council, along with the City Council, has established City Government Day to give high school students the unique opportunity to observe and be involved in the functions of local government. This year City Government Day will take place on Thursday, March 3, 2011.

The day is divided up into three elements. Students will start the day by meeting in the Council Chambers for a brief presentation by Mayor Michael Henn, Council Member Steve Rosansky and City Manager Dave Kiff. Each participant will then spend 1.5 hours with a mentor, who may be a City staff person or Council member. The day will conclude with all students participating in a mock City Council meeting and adjourning to lunch on the lawn with your mentor.

As you can see from the attached interest sheet, there are many different departments in which you may choose to spend your internship. Please indicate your preference on the attached application form.

The deadline for applications is Friday, February 18, 2011 5:00 p.m. at the City of Newport Beach Recreation Department, 3300 Newport Boulevard, Newport Beach, CA 92663. Please turn in your application as soon as possible. We will only be able to accommodate a limited number of students; each application will be date and time stamped and given priority based on the order received.

If you have any questions, contact Jonathon Harmon, at 644-3150.

Thank you again for your interest in this event. We look forward to your involvement in City Government Day 2011.

Sincerely,
Jiten Dajee
Youth Council Chair

**CITY OF NEWPORT BEACH
CITY GOVERNMENT DAY – 2011**

DEPARTMENTAL DESCRIPTIONS

Below is a description of the responsibilities of each department at City Hall. The numbers of intern positions that are available are listed next to the heading.

CITY COUNCIL (7) Students will work with the Mayor and other Council Members, learning how to conduct City Council Meetings and direct staff to process requests and deliver staff reports regarding Council issues. These seven students will conduct the mock Council meeting later in the day.

CITY MANAGER (2) The City Manager is the Chief Executive Officer of the City and is responsible to the City Council for the management of all affairs. The City Manager has administrative power and authority to manage the daily operations of City government and is responsible for ensuring that policies set by the City Council are implemented. On-going responsibilities include: enforcement of City ordinances; direction and administration of City activities; appointment and supervision of City administrative officers and employees; preparation of the annual operating budget; and planning for current and future needs of the City.

ADMINISTRATIVE SERVICES DEPARTMENT (6) The Finance Division of this department is responsible for the accounting system of the City budget with regards to disbursements and collection of all revenue and expense accounts within the various departments. The MIS Division handles telephones, data transmission and computerized G.I.S. mapping, and the City's telecommunications system. The following positions are available:

Administrative Services Director (1)

Deputy Administrative Services Director (1)

IT Manager (4)

BUILDING DEPARTMENT (2) This department regulates and controls the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures in the City. The Building Department also includes code enforcement related to the use and maintenance of private property and the preparation of residential building record reports for the sale of residential property.

CITY ATTORNEY (2) The City Attorney's Office represents City staff, City Council, Boards, and Commissions on all legal matters pertaining to the City of Newport Beach. The three attorneys provide legal advice on a variety of subjects affecting City business, and actively enforce code and zoning violations. They also direct the preparation of contracts, agreements, resolutions, and ordinances. The City Attorney's Office also represents the City in lawsuits that are initiated by the City, as well as those brought against us. Finally, the City Attorney's Office does business with the public, via telephone and walk-in traffic, on a daily basis.

CITY CLERK (1) The City Clerk will teach the interns how City Council meetings and elections are prepared, regulated and recorded.

RECREATION AND SENIOR SERVICES (3) The following positions are available in the Recreation and Senior Services Department:

Recreation and Senior Services Director (1) – The Recreation and Senior Services Director, oversees the operation of the Recreation Services and Senior Services divisions and reports to the Parks, Beaches and Recreation Commission

Recreation Superintendent (1) – The Recreation Division conducts special events such as surf contests, the Corona del Mar Scenic 5K Run, and a Halloween Haunted House, as well as a variety of classes such as martial arts, surfing, sailing, kayaking, art and computers. This department also administers all of the adult and youth sports leagues.

Senior Services Manager (1) – The Senior Services Division oversees recreational and social services for the Cities Senior population and operates the OASIS Senior Center in Corona del Mar.

LIBRARY SERVICES (2) The Library services department operates the City library system.

Library Services Director (1) Directs the operation of the Library and the Arts and Cultural programming.

Assistant Library Director (1) Assist with the operation of the department operations.

FIRE/MARINE DEPARTMENT (8) The following positions are available in the Fire/Marine Department:

Deputy Fire Chief (1) The Deputy Fire Chief works with the Fire Chief in overseeing all services that are provided by the Fire and Marine Department.

Fire Battalion Chief (1)

Lifeguard Captain (3) The Lifeguard Captain' duties include day to day oversight of Lifeguard Operations, including daily staffing level decisions, training, assignment of operational projects and tasks, budgeting, equipment and uniform purchasing and intra-city assignments. This position works Sunday through Wednesday from 7 am to 5 PM.

Fire Marshall (1) – The Fire Marshal provides administrative and management expertise and assistance to the Fire and Marine Chief, Operations Division and the Training Division in the interpretation of all Federal, State and local laws as they pertain to the Fire Service.

Emergency Services Coordinator (1) – The Emergency Services Coordinator develops, maintains, trains, and manages the City's response plan for natural disasters and major public emergencies.

Public/Community Relations Officer (1) Initial point of contact for information on the Fire and Marine Department. Supplies information to the press and media about emergency responses to fires, medical aids, rescues, and significant environmental conditions that affect city residents or visitors.

MUNICIPAL OPERATIONS DEPARTMENT (8) The MOD administers the utilities and maintenance functions within the City- Including the City's street lighting system, oil and gas wells, sewer system and water supply. (MOD) also supports the residents, business communities, and other City Departments on a 24-hour basis. The Department is responsible for the maintenance of 21,600 trees, 253 acres of landscaping, 42 parks, 425 vehicles or pieces of equipment (fire trucks, beach sweepers, loaders, lifeguard vehicles, boats, automobiles, etc.). It is also responsible for residential refuse collection and recycling, pavement striping, graffiti abatement program, City streets, alleys, sidewalks, storm drains, piers, floats, ocean and bay beaches, and 65 City-owned buildings. This department has 4 positions available:

Department Director (1)

Department Manager (1)

Management Analyst (2)

Parks Superintendent (2)

Beach & Storm Drain Superintendent (2)

PLANNING (4) The Planning Department develops and enforces regulations related to the private use of property in the City. The department prepares and presents information to the Planning Commission and City Council with regards to new development, and assesses the impact of this development on the environment. Planning also includes the economic development program which has the goal of bringing additional business to the City, which can provide revenue needed to maintain City Service levels. This department has 4 positions available:

Planning Director (1)

Senior Planner (1)

Associate Planner (1)

Code Enforcement (1)

POLICE (12) – The following positions are available in the Police Department:

Chief of Police (2) – The Chief of Police oversees the entire Police Department. The Office of the Chief of Police handles Community Relations, Environmental Services, the D.A.R.E. program and Professional Standards.

Patrol & Traffic Division Counselor (2) – The Patrol Division is responsible for day to day enforcement of laws by uniformed personnel throughout the city. The Traffic Division is responsible for the enforcement of the Vehicle Code and the investigation of traffic collisions.

Support Services Division Counselor (2) – The Support Services Division assists the other divisions to accomplish their responsibilities by providing computer and technological support, training, and the hiring of personnel.

Detective Division Counselor (2) – The Detective Division is responsible for the follow-up investigation of all reported crimes and assisting in the prosecution of those arrested.

Support Services Lieutenant (2) – The Support Services Division assists the other divisions to accomplish their responsibilities by providing computer and technological support, training, and the hiring of personnel.

Community Relations Sergeant (2) – The Community Relations Sergeant handles all the media queries and public information for the Police Department.

PUBLIC WORKS (2) The Public Works Department supervises all engineering on private and public construction within the City. This department handles all roads, bike and walking trails, traffic and parking. This department also administers the Utilities functions including the City's street lighting system, oil and gas wells, sewer system and water supply. The following positions are available in the Public Works Department:

City Engineer (1)

Transportation/Development Services Manager (1)

HUMAN RESOURCES (2) The Human Resources Department establishes high recruitment and selection standards, with the goal of ensuring a highly qualified workforce. Human Resources is also responsible for administering employee benefits and workers' compensation and coordinating classification and compensation efforts, training & development activities and employee relations programs. We promote a "customer first" attitude by demonstrating a spirit of cooperation and by being a trusted and valued source of human resources knowledge and expertise.

**CITY GOVERNMENT DAY 2011
APPLICATION**

Instructions: Applications must be typed or neatly printed. You may mail, fax or hand deliver your application to the Recreation and Senior Services Department at City Hall, 3300 Newport Blvd, Newport Beach, CA 92663.

NAME _____	GRADE _____
ADDRESS _____	SCHOOL _____
CITY/ZIP _____	PHONE _____
	E-MAIL _____

1. Why are you interested in participating in City Government Day?

2. Have you participated in City Government Day before? Y N
If yes, what department? _____

3. Please make your five departmental choices and explain why you chose them.

Choice #1	_____	Reason	_____

Choice #2	_____	Reason	_____

Choice #3	_____	Reason	_____

Choice #4	_____	Reason	_____

Choice #5	_____	Reason	_____

DEADLINE:
Friday, February 18, 2011

Return to:

City of Newport Beach
Recreation and Senior Services Department
3300 Newport Blvd.
Newport Beach, CA 92663
FAX (949) 644-3155
Attn: Jonathon Harmon, Recreation Supervisor

